

# Preparing State Documents for an Effective Review: The Librarian's Role

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Reviews current inventory of state prevention materials

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Obtains missing/additional/updated documents

③

Assigns each document a unique number

④

Compiles documents in electronic/print formats for review team

⑤

Followup: Responds to State Information Requests (SIRS)

**1200**  
DOCUMENTS COLLECTED EACH YEAR

**112** SIRS TO  
**36** STATES

**15 YEARS** OF ARCHIVING STATE PREVENTION MATERIALS



## State Prevention System Site Visit

- Site visit team uses the documents to prepare a compelling analysis of state organization and functioning
- The analysis drives recommendations for performance enhancement
- Recommendations guide federal technical assistance until the next site visit
- States appreciate the preparation of teams ("rave reviews"), leading to stronger conversations and better decisions

STATE DOCUMENTS IN A SEARCHABLE **DATABASE** AND AVAILABLE IN FULL TEXT



## Documents Are Used To

- Support analyses in Briefing Documents
- Prepare teams for site visits
- Expedite site visits (reduced from 5 to 2 days)
- Provide in-depth answers to state information needs
- Monitor changes in state systems over time
- Inform states of each other's unique or notable practices

**10-14**  
SITE VISITS PER YEAR